



Eurojust record of processing activity

Record of processing personal data activity, based on Article 31 of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Part I –Article 31 Record (this part is publicly available)

No.	Item	Description
EUROMED JUSTICE LIST OF SHORT TERM EXPERTS TO BE SELECTED/ INCLUDED IN THE SELECTION LIST FOR SUPPORTING THE WORK OF EUROMED JUSTICE PROGRAMME TEAM		
1.	Last update of this record	December 2020
2.	Reference number [For tracking, please contact the DP Office for obtaining a reference number.]	CAU-04 (December 2020)
3.	Name and contact details of controller [Use functional mailboxes, not personal ones, as far as possible - this saves time when updating records and contributes to business continuity.]	EuroMed Justice Program Coordinator euromed@eurojust.europa.eu Postal address: P.O. Box 16183-2500 BD, The Hague (The Netherlands) Office address: Johan de Wittlaan 9, 2517 JR The Hague (The Netherlands)
4.	Name and contact details of DPO	Eurojust Data Protection Office, reachable via dpo@eurojust.europa.eu
5.	Name and contact details of joint controller (where applicable) [If you are jointly responsible with another EUI or another organisation, please indicate so here (e.g. two EUIs with shared medical service). If this is the case, make sure to mention in the description who is in charge of what and whom people can address for their queries.]	n.a.

No.	Item	Description
6.	<p>Name and contact details of processor (where applicable)</p> <p>[If you use a processor (contractor) to process personal data on your behalf, please indicate so (e.g. 360° evaluations, outsourced IT services or pre-employment medical checks).]</p>	<p>Staff of the EuroMed Justice Program Management Team (EMJ-PMT) tasked by the Program Coordinator and Staff of the Procurement Unit tasked by the Head of Unit</p>
7.	<p>Purpose of the processing</p> <p>[Very concise description of what you intend to achieve; if you do this on a specific legal basis, mention it as well (e.g. staff regulations for selection procedures).]</p>	<p>Personal data is collected and further processed for the purpose of setting up and maintaining a list of short term external experts to support EuroMed Justice Programme in the updating, drafting and presentation of legal and gaps analyses, comparative studies, manuals or handbooks related to International cooperation in criminal matters in the Euro-Mediterranean region.</p> <p>Information is processed only for the purpose of creating the list of experts and selecting experts from this list for the fulfilment of the tasks related to EuroMed Justice Programme.</p>
8.	<p>Description of categories of persons whose data are processed and list of data categories</p> <p>[In case data categories differ between different categories of persons, please explain as well.]</p>	<p>Categories of persons: professionals interested in applying for the call of experts to be launched by EuroMed Justice and Eurojust procurement unit and EuroMed Justice and Eurojust procurement staff involved in the selection procedure.</p> <p>Categories of data:</p> <p>For the Professionals applying for the call:</p> <ul style="list-style-type: none"> - Identification data: name and surname, DOB, Passport number/ ID Number, address, nationality. - Contact details (e-mail address, business telephone number, mobile telephone number, fax number, postal address, - Education and training, work experience and other relevant professional data. - Thematic areas of expertise - Examples provided on how selection criteria is met. - Reasons for applying, references (full name, contact details, business/occupation). - Financial information including, bank account details (IBAN and BIC codes), VAT numbers, name, surname and address of account holder, bank certificates stating financial situation; - Signature

No.	Item	Description
		<ul style="list-style-type: none"> - Assessment of applications in evaluation reports, which may include observations on the individuals (e.g. experts, consultants) proposed for the procedure concerned in order to carry out tasks under the contract. For EuroMed Justice and Eurojust Procurement staff participating in the selection procedure: - Identification data: name and surname, job title, unit - Contact details (e-mail address, business telephone number, mobile telephone number, fax number, postal address;
9.	<p>Time limit for keeping the data</p> <p>[Indicate your administrative retention period including its starting point; differentiate between categories of persons or data where needed (e.g. in selection procedures: candidates who made it onto the reserve list vs. those who did not).]</p>	<p>All personal data submitted in the application stage or related to the selection of experts are retained until the expiry date of the list resulting from the CEI. Personal data included in the expert list are retained until the date of expiry of this list.</p> <p>In the case of experts who are awarded an expert contract, the personal data in the application are kept for 12 months following conclusion of the contract. The data relating to the implementation of the contract (e.g. the performance of the work and the payment made) are kept by EUROJUST for 7 years after the date of payment to the expert.</p> <p>Files might be retained until the end of a possible audit if one started before the end of the above periods.</p>
10.	<p>Recipients of the data</p> <p>[Who will have access to the data within Eurojust? Who outside Eurojust will have access? Note: no need to mention entities that may have access in the course of a particular investigation (e.g. OLAF, EO, EDPS).]</p>	<ul style="list-style-type: none"> - EuroMed Justice Program Management Team tasked for this purpose by the Program Coordinator - Staff from Procurement Unit coordinating the procedure. - Staff from the Budget, Finance and Planning Unit - The members of the evaluation committee after signing a Declaration of confidentiality and of absence of conflict of interests; - European Commission, DG Budget (in case any of the exclusion criteria envisaged under the Financial Regulation apply to the candidate external expert); - EUROJUST Internal Control Officer (if relevant); - EU bodies (if relevant): European Court of Justice, European Ombudsman, European Data Protection Supervisor, European Anti-Fraud Office (OLAF),

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		Internal Audit Service of the European Commission, European Court of Auditors; - Members of the public (regarding the name, thematic area and value of the contract of the experts), in accordance with the obligation to publish information on the outcome of the procurement procedures and on annual budget.
11.	<p>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</p> <p>[E.g. processor in a third country using standard contractual clauses, a third-country public authority you cooperate with based on a treaty. If needed, consult DPO for more information on how to ensure safeguards.]</p>	Eurojust is implementing capacity-building projects in some countries outside of the European Union/European Economic Area. As a result, as far as the implementation of the projects in these countries entails provision of services there, transfer of certain data to parties outside of the EU/EEA may take place (e.g. communicating the contact details of short term experts to other short term experts from third countries). In such cases, Chapter V of Regulation (EU) 2018/1725 in relation of personal data to third countries or international organisations applies. In particular, in absence of an adequacy decision, Eurojust controls whether any of the appropriate safeguards listed in Article 48 of Regulation (EU) 2018/1725 are in place. In absence of appropriate safeguards, Eurojust will request the explicit consent of the data subjects concerned, in line with Article 50(1)(a) of Regulation (EU) 2018/1725
12.	<p>General description of security measures, where possible.</p> <p>[Include a general description of your security measures that you could also provide to the public.]</p>	Data is processed and stored in the Eurojust secure ICT environment.
13.	<p>For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:</p> <p>[While publishing the data protection notice is not strictly speaking part of the record, doing so increases transparency and adds no administrative burden, since it already exists.]</p>	Data protection notice attached to this record.

Data Protection Notice

For processing of personal data in the context of creating a list of short term experts to be selected/included in the selection list for supporting the work of EUROMED Justice Programme Team

1. Context and Controller

Eurojust will set up a list of external experts to support EuroMed Justice Programme in the updating, drafting and presentation of legal and gaps analyses, comparative studies, manuals or handbooks related to International cooperation in criminal matters in the Euro-Mediterranean region.

Collection and processing of personal data is under the responsibility of the data controller, who is the EuroMed Justice Program Coordinator (euromed@eurojust.europa.eu).

2. What personal information do we collect, for what purpose, on which legal basis and through which technical means?

Legal basis

The legal basis for the processing operations on personal data is Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012, (hereafter "the Financial Regulation") in particular Article 237 and for the processing of personal data in accordance with Article 5(1) of Regulation (EU) 2018/1725 of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (hereinafter - Regulation (EU) 2018/ 1725).

Processing is necessary for compliance with a legal obligation as indicated in Rec. 35, Articles 47 (and 4), and 52(1) of the Eurojust Regulation.

Purpose of the processing

Personal data is collected and further processed for the purpose of setting up and maintaining a list of short term external experts to support EuroMed Justice Programme in the updating, drafting and presentation of legal and gaps analyses, comparative studies, manuals or handbooks related to International cooperation in criminal matters in the Euro-Mediterranean region.

Technical means

EuroMed Justice Program collects this information via an application form using EU survey platform.. Electronic forms are stored on Eurojust secure ICT environment with restricted access.

Types of personal data

Personal data of two categories of persons will be processed: (1) professionals interested in applying for the call of experts to be launched by EuroMed Justice and Eurojust procurement unit and (2) EuroMed Justice and Eurojust procurement staff involved in the selection procedure.

The personal data processed are as follows

For the Professionals applying for the call, the personal data to be processed are:

- - Identification data: name and surname, DOB, address, nationality, Passport no/ ID no;
- - Contact details (e-mail address, business telephone number, mobile telephone number, fax number, postal address);
- - Education and training, work experience and other relevant professional data;
- - Thematic areas of expertise;
- - Examples provided on how selection criteria is met;
- - Reasons for applying, references (full name, contact details, business/occupation);
- - Financial information including, bank account details (IBAN and BIC codes), VAT numbers, name, surname and address of account holder, bank certificates stating financial situation;
- - Signature;
- - Assessment of applications in evaluation reports, which may include observations on the individuals (e.g. experts, consultants) proposed for the procedure concerned in order to carry out tasks under the contract;

For EuroMed Justice and Eurojust Procurement staff participating in the selection procedure, the personal data to be processed are:

- - Identification data: name and surname, job title, unit;
- - Contact details (e-mail address, business telephone number, mobile telephone number, fax number, postal address);

3. Who has access to short term experts personal data and to whom is it disclosed?

For the purpose detailed above, access to short term experts personal data is given to the following persons, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European Union law:

- EuroMed Justice Program Management Team members within the Institutional Affairs Office tasked by the Program Coordinator and Procurement staff tasked by the Head of Unit will have access to the data for the purpose described above.
- Staff from Procurement Unit coordinating the procedure.
- Staff from the Budget, Finance and Planning Unit
- The members of the evaluation committee after signing a Declaration of confidentiality and of absence of conflict of interests;
- European Commission, DG Budget (in case any of the exclusion criteria envisaged under the Financial Regulation apply to the candidate external expert);
- EUROJUST Internal Control Officer (if relevant);
- EU bodies (if relevant): European Court of Justice, European Ombudsman, European Data Protection Supervisor, European Anti-Fraud Office (OLAF), Internal Audit Service of the European Commission, European Court of Auditors;
- Members of the public (regarding the name, thematic area and value of the contract of the experts), in accordance with the obligation to publish information on the outcome of the procurement procedures and on annual budget.

4. Who has access to the personal data of the EuroMed Justice and Eurojust Procurement Unit staff that are part of the Evaluation and Selection Board for this procedure and to whom the data it disclosed?

- EuroMed Justice Program Management Team members within the Institutional Affairs Office tasked by the Program Coordinator and Procurement staff tasked by the Head of Unit will have access to the data for the purpose described above.
- Staff from Procurement Unit coordinating the procedure.
- Staff from the Budget, Finance and Planning Unit
- The members of the evaluation committee after signing a Declaration of confidentiality and of absence of conflict of interests;
- European Commission, DG Budget (in case any of the exclusion criteria envisaged under the Financial Regulation apply to the candidate external expert);
- EUROJUST Internal Control Officer (if relevant);
- EU bodies (if relevant): European Court of Justice, European Ombudsman, European Data Protection Supervisor, European Anti-Fraud Office (OLAF), Internal Audit Service of the European Commission, European Court of Auditors;
- Members of the public (regarding the name, thematic area and value of the contract of the experts), in accordance with the obligation to publish information on the outcome of the procurement procedures and on annual budget.

5. How do we protect and safeguard your information?

The information is electronically archived in the secured Data Management System of Eurojust. All IT tools at Eurojust are developed according to a standard set of security and are thoroughly tested accordingly, to ensure robustness and reliability. Paper files are stored in secured lockers and are destroyed in compliance with security procedures.

6. How can you verify, modify or delete your information

In case you wish to verify which personal data is stored on your behalf by the Controller, have it modified, corrected, or deleted, or restrict the processing, or object to it or to exercise the right to data portability, please make use of the following email address: euromed@eurojust.europa.eu, by explicitly describing your request. Any correction of your personal data will be taken into consideration from the data protection point of view.

7. How long do we keep your personal data?

All personal data submitted in the application stage or related to the selection of experts are retained until the expiry date of the list resulting from the CEI. Personal data included in the expert list are retained until the date of expiry of this list.

In the case of experts who are awarded an expert contract, the personal data in the application are kept for 12 months following conclusion of the contract. The data relating to the implementation of the contract (e.g. the performance of the work and the payment made) are kept by EUROJUST for 7 years after the date of payment to the expert.

Files might be retained until the end of a possible audit if one started before the end of the above periods.

8. How can data subjects (short term experts and EuroMed Justice and Eurojust Procurement Unit staff involved in the evaluation and selection procedures) verify, modify or delete personal data?

Data subjects have the right to access, rectify or erase or restrict the processing of the personal data or, where applicable, the right to object to processing or the right to data portability in line with Regulation (EU) 2018/1725. Any such request should be directed to the data controller, by using the following email address: euromed@eurojust.europa.eu

9. Contact information

In case of queries regarding the processing of personal data:

Eurojust Data Protection Officer can be contacted via email: dpo@eurojust.europa.eu.

10. Recourse

You have the right of recourse to the European Data Protection Supervisor EDP via email:

edps@edps.europa.eu or following the link: https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en.